

LEGISLATIVE AFFAIRS AGENCY

Accounting Office

State Capitol, Rm 3

Juneau, Alaska 99801-1182

(907) 465-3852



FOR THOSE OFFICES NOT PART OF THE CONSOLIDATED MOVE

OFFICE FILES AND SUPPLIES MOVING AUTHORIZATION

This form must be submitted to LAA Accounting BEFORE a Legislator's move.

I, _____ (Legislator name) request authorization for payment of expenses for moving my office files and supplies from _____ (city), where I currently reside, to _____ (city) in accordance with the Legislative Council Moving and Travel Policy. Offices are limited to 20 small file boxes to ship files, office supplies and office equipment owned and used in a legislative office. These items may be combined with a Legislator's personal move shipment; however, office materials must be weighed separately or they will be applied toward a Legislator's 3,000 pound limit. The moving company must provide LAA with a detailed, descriptive inventory of office files and supplies. Furniture, mini-refrigerators, water coolers, etc., are not considered office equipment and are not reimbursable.

Moving company: _____
(Please note above if you will use USPS, FedEx, UPS, or Alaska Air Freight rather than a moving company)

Mailing address: _____

Phone number: _____

NOTE: It is the Legislator's responsibility to comply with all federal and state regulations for shipping potentially dangerous or hazardous items. The TSA, AMHS, FedEx and UPS websites list dangerous goods and hazardous materials that require special shipping, or are prohibited.

☐ I will pay the shipping expenses and request reimbursement from LAA, or

☐ I request LAA pay the moving company directly

By signing this form, I accept responsibility for the expense of unauthorized or excess items shipped, as well as any required taxes and state deductions.

Legislator Signature

Date

LAA Executive Director Signature

Date